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| Finance and Administration Cabinet STANDARD PROCEDURE | | ISSUED BY: Department of Revenue; Information Management |
| PROCEDURE # 6.10.5 | SUBJECT: Non-Commercial Tax Form Orders | |
| EFFECTIVE DATE: 6/22/10 | | |
| CONTACT: Security Office | | LOCATION: State Office Building, Station #17 PHONE: 502-564-4456 |

STATEMENT OF AUTHORITY

1. The Finance and Administration Cabinet's Standard Procedures Manual establishes standard mandatory internal procedures cabinet-wide. These procedures are established in accordance with the Secretary's statutory authority under KRS 42.014 and KRS 12.270 to establish the internal organization and functions of the Cabinet as necessary to perform the duties effectively.
2. The Standard Procedures Manual may only be revised in accordance with the process outlined in Standard Procedure #1.1 entitled: "Finance Standard Procedures and Manual".

I. POLICY

In order to ensure that tax forms are available to taxpayers as needed and required, the Kentucky Department of Revenue (DOR) has established a department-wide procedure for the ordering and printing of non-commercial tax forms printed by the Finance and Administration Cabinet, Commonwealth Office of Technology, Division of Printing Services.

II. PROCEDURE

A. The taxing section/branch shall:

1. Order non-commercial tax form at least six (6) weeks before needed to ensure timely shipment.
2. Submit a DOR Form Order Request ([Form SP7.610051](#)) (25A118) to the Finance Office of Administrative Services (OAS) Support Services Branch for typesetting and approval.
3. Review and approve typeset form before returning to the OAS Support Services Branch.

B. The OAS Support Services Branch will:

1. Document receipt of the order.
2. Review the order.
3. Typeset and proof the tax form.
4. Return the typeset form to the taxing section/branch for approval.

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5. Make any needed corrections to the approved copy returned by the taxing section/branch.
6. Complete the Division of Printing Services form applicable to the request.
 - a. The Quick Copy Center Transmittal ([Form SP7.610052](#)) (COT-F028) is used for basic copies.
 - b. The Order for Printing form ([Form SP7.610053](#)) (COT-F029) is used for more complicated print jobs, i.e., tri-folded brochures or bound (saddle stitched, plastic comb binding, or PerfectBind) manuals or booklets.
7. Forward the order to the COT Division of Printing Services.

C. The COT Division of Printing Services will:

1. Meet the job specifications, such as wrapping, boxing, folding, cutting, binding, stapling, punching, perforations, padding, etc.
2. Return the forms ordered to the OAS Operations Branch upon completion.
3. The turnaround time for each job depends on the quantity ordered and the difficulty of the job. The maximum turnaround time is approximately four (4) weeks. The minimum turnaround time is approximately two (2) weeks.

D. The OAS Operations Branch will:

1. Receive the completed order from the COT Division of Printing Services.
2. Distribute the completed order as specified on the DOR Form Order Request.

III. FORMS

[Form SP7.610051](#): DOR Form Order Request (25A118)

[Form SP7.610052](#): Quick Copy Center Transmittal (COT-F028)

[Form SP7.610053](#): Order For Printing (COT-F029)